



## HOUSE COORDINATOR JOB DESCRIPTION

**Status:** Contract (renewable annually) | 27.5 hours/week

**Hours:** Monday–Friday, 2:30 PM – 8:00 PM (Follows the August–May school year schedule)

**Reports to:** Program Director

### Who We Are

- **MISSION:** To provide a nurturing and safe environment where children learn the skills and confidence to be successful in life.
- **VISION:** To unlock the full potential of children who have access to minimal resources.
- **OUR PROGRAM:** House of Champions is a mission-focused afterschool program for elementary students who need extra support, particularly in developing social-emotional learning (SEL) skills. Led by our Founder/Executive Director and Program Director, we use a unique cohort model. Four House Coordinators each manage a dedicated group of eight students, closely guiding them through their individual growth journeys.
- **OUR VALUES:** Though founded by Catholic Sisters, House of Champions is intentionally inclusive and nonsectarian. Our program welcomes children of all backgrounds and is designed to foster unity, respect, and understanding, ensuring that every child feels valued, supported, and empowered.

### Position Summary

The House Coordinator is responsible for leading, mentoring, teaching, and supervising the SEL curriculum to an assigned group of 8 students. This role ensures a safe, engaging, and supportive environment by tracking student progress, managing volunteers, and modeling the core values of House of Champions.

### **Duties/Essential Job Functions:**

- **Mission & Goal Setting:** Establish clear, actionable growth goals for your individual students and your group as a whole, ensuring all activities meet benchmarks to fulfill our mission.
- **Curriculum Delivery:** Partner with the Curriculum Lead to plan and implement interactive, SEL-based educational and recreational lessons.
- **Instruction & Modeling:** Directly teach and model essential life skills and social skills as outlined in the curriculum.
- **Student Assessment:** Complete student assessments three times per year using the DESSA-2 tool to track and foster emotional and behavioral growth.
- **Volunteer Management:** Oversee, guide, and support program volunteers to ensure they are effectively contributing to daily activities.
- **Activity Supervision:** Ensure the smooth execution of daily schedules, including leading an organized, respectful, and family-style dining experience.
- **Facility Care:** Maintain a clean, organized, and welcoming environment; ensure materials are properly stored and workspaces remain tidy.
- **Communication:** Proactively communicate student triumphs and concerns to the Program Director and/or parents as necessary.
- **Pre-Program & Events:** Attend all required pre-season training, in-service meetings, and special House of Champions events throughout the year.

### **Minimum Qualifications:**

- **Experience:** Working with elementary-age children.
- **Skills:** Familiarity with SEL concepts and developing student life/social skills.
- **Execution:** Ability to plan team-building activities and manage a strict daily schedule.
- **Traits:** Strong communication, organization, and independent task management.

### **How to Apply:**

Email your Resume, Letter of Interest, and 2–3 References to [director@houseofchampions.org](mailto:director@houseofchampions.org). For questions, contact Sister Mary Kay Conkey, Executive Director, at 216-630-7368.